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GOVERNOR

State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF HUMAN RESOURCES

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

DIVISION OF ADMINISTRATION

PERSONNEL POLICY NO. 48

EFFECTIVE DATE: November 12, 2001; Revised 7/1/02;
Revised 6/23/03, Revised 8/2/2004

SUBJECT: Premium Pay for ISIS Positions

AUTHORIZATION: Whitman J. Kling, Jr., Deputy Undersecretary

I. POLICY:

In accordance with authority granted by the Civil Service Commission effective November 7, 2001, it is the policy of the Division of Administration to implement Premium Pay for positions in the Office of Information Services in the following Organization Units:

- **#50025551** OIS HUMAN RESOURCES and all subordinate organizational units
- **#50025645** OIS APPL TECH SUPPORT

II. PURPOSE:

The purpose of this policy is to provide the Division of Administration with a tool that allows for flexibility in pay for recruitment and retention purposes.

III. APPLICABILITY:

This policy applies to positions and their incumbents in the Office of Information Services in the Division of Administration, in the Organization Units specified above. Only incumbents of such positions who have received a rating of "Meets Expectations" or higher on their current Performance Planning and Review (PPR) are eligible for the premium pay.

IV. PROCEDURE:

As of August 2, 2004, employees in positions that are in the Organization Units listed above under **I. POLICY**, will be eligible for Premium Pay at the rates shown in Addendum "A" which is attached.

The Office of Information Services shall request authorization to pay premium pay to certain positions (as well as removal of that authorization) on the form attached. The completed form must be forwarded to the Office of Human Resources for review and approval.

The Office of Human Resources will assure that the position and incumbent is eligible for premium pay and, if appropriate, adjust the position attribute in SAP then forward a copy of the form to Employee Administration. Employee Administration will then make the necessary adjustments to the incumbent's pay.

V. RESPONSIBILITY:

Section Head Is Responsible For:

Determining which positions and incumbents should be authorized for receiving premium pay in a fair and non-discriminatory manner.

Assuring that only individuals in positions authorized to receive premium pay do so.

Assuring that each employee under his/her supervision, current and new is made aware of this policy and its contents as well as any forthcoming revisions.

Providing for informal discussions of grievances and complaints related to this policy in an effort to resolve problems prior to the filing of a formal complaint.

Maintaining appropriate records of those positions and incumbents authorized for premium pay.

Managers/Supervisor Are Responsible For:

Compliance with this policy as directed by the section head.

VI. EXCEPTIONS:

Requests for exceptions to this policy should be submitted to the Commissioner of Administration through the section head and appropriate deputy/assistant commissioner or equivalent along with specific and compelling justification.

VII. QUESTIONS:

Questions regarding this policy should be directed to the Office of Human Resources.

VIII. VIOLATION OF THIS POLICY:

Employees found to have violated this policy may be subject to disciplinary action.

ADDENDUM "A"

As of August 2, 2004, the following identifies the positions in the Division of Administration that will receive Premium Pay and the applicable Premium Pay rate:

- 1) All classified positions and eligible employees in organizational unit **#50025645** OIS APPL TECH SUPPORT will receive \$1.50/hour.
- 2) All classified positions and eligible employees in organizational unit **#50025551** OIS HUMAN RESOURCES and subordinate organizational units will receive \$2.00/hour except, the positions and eligible employees in the subordinate organizational unit **#50348975** OIS HR BASIS will receive \$3.00/hour.

POSITIONS AUTHORIZED TO RECEIVE PREMIUM PAY

SECTION: _____

ORGANIZATION UNIT: _____

Job Title: _____

Position Number: _____ Pay Grade: _____

Personnel Area of Position: _____

Current Incumbent: _____

Personnel Number of Current Incumbent: _____

Current Performance, Planning and Review Rating: _____

In Accordance With DOA Personnel Policy Number: _____

Hourly Amount of Premium Pay: _____

Effective Date To Attach Premium Pay: _____

Effective Date To Remove Premium Pay: _____

Supervisor

Date

Section Head

Date

Position Attribute Entered Or Removed From/Into SAP By: _____

Entered On (Date): _____

Removed On (Date): _____